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## Office Memorandum • UNITED STATES GOVERNMENT

TO : CH/G

DATE: 27 January 1954

FROM : D/GL 25X1C

SUBJECT: D/GL maintenance responsibilities

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REVIEWER:	372044

1. During the past summer the responsibility for maintenance of the charts, mosaics and related textual materials resulting from [REDACTED] program was placed in the Map Library.

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2. The memorandum of 18 May 1953 from AD/OCD to AD/ORR stated that "in the interest of establishing a centralized reference service for [REDACTED] material, it is recommended that the following procedures be concurred in:". The procedures called for the placing of the responsibility for the function in D/GL. In an answering memo of 10 June 1953, the AD/ORR concurred in the over-all proposal, as made by the AD/OCD.

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3. This agreement took place shortly before the Map Library received a 12% cut in the TO. No provision was made at any time in the discussions for a position to assume the responsibility for the new function.

4. Later investigations showed that ACIC has two persons engaged in the maintenance program for the chart and mosaic operation, and was seeking to obtain two more.

5. To date the Map Library has tried to maintain a semblance of an operation on an overtime basis. The result is not very gratifying, and it is urgently requested that your office take steps to provide an additional slot for the Map Library and the conduct of this new function.

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6. The incumbent of the proposed position would coordinate all [REDACTED] materials into a workable unit for service and would coordinate all information available concerning this program including [REDACTED] program (preliminary to [REDACTED])

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7. The incumbent would have responsibility for the complete maintenance of the Loan Copy and Distribution sectors of the program. The types of material that would be maintained include annotated and unannotated charts and mosaics at the scales of 1:500,000, 1:250,000, 1:100,000, 1:25,000 (charts and mosaics), and 1:10,000. In addition related textual materials as follows would be maintained for service: [REDACTED]

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8. At present the distribution file is approximately one tenth completed. The ordering of backlog material is being conducted at the rate of 500 to 1,000 items per month. To date approximately 1,500 hours have been devoted

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to this program, almost entirely on an overtime basis. There is sufficient backlog on hand to require additional overtime even with a full time employee. Automatic distribution of charts and mosaics during December brought 2,200 sheets plus an unestimated number of textual material sheets into the Map Library. With a full time employee and approximately thirty hours overtime per week, at least six months would be required to organize [REDACTED] Collection for adequate servicing.

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9. In addition to maintenance, service and ordering, the position would be responsible for maintaining the [REDACTED] Production Status reports, and a number of pieces of correspondence received from the Air Force.

10. Whereas a considerable number of demands are already being made on the Reference Branch for these materials at the present time it is believed that for maximum agency benefit, that this number should be considerably increased. A memo should be written for agency circulation, which would give the full story of the nature and availability of these materials in the Map Library. Until the collection is organized, however, this memo should not be issued.

11. The chart and mosaic program is an important program. It is fully believed that the maintenance of this program should be the responsibility of the Map Library. With the 12% personnel cut already suffered, however, it is not felt that the Map Library can adequately handle the new function without the addition of one more slot to the currently authorized TO of 48 positions.

12. If the position cannot be made available, it is requested that the whole question of the handling of this function in the Map Library be brought up for discussion again in the very near future.

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D/GL: [REDACTED] ema

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